

Brandeis University, Office of the University Registrar
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Kutz 121/MS 068
P.O. Box 549110, Waltham, MA 02454-9110
(781)736-2021; fax (781) 736-3485

Form: TC06

Date _____

Request for Internal Course Transfer Credit

Instructions: This form is to be used to request Brandeis University non-degree courses to be transferred to a degree program or to transfer courses to a different Brandeis program. This form must be returned to the Office of the University Registrar AFTER a grade for the course has been posted.

For Undergraduate students:

- Brandeis courses WILL be factored into your overall GPA if classes are transferred.
- Brandeis courses may or may not count toward the 128 total units required for graduation.
- Residency limitations – A maximum of 16 credits total may be applied toward the required 128 credits from the sources listed below:
 - Advanced Placement or International Baccalaureate exams
 - Study Abroad
 - Brandeis Summer School

Last Name: _____ First Name: _____ MI: _____

sage ID: 2 Class Yr: 20 Mailbox: _____ Email: _____

Current Degree Program: Undergraduate Graduate Rabb GPS Program/Major: _____

Previous Courses were taking during: Non Degree Program Prior Degree Program Prior Program/Major: _____

Prior Brandeis Courses to Transfer to Brandeis Degree

Month/Year Course was Taken: _____

Subject Code: _____

Course Number: _____

Course Title: _____

Month/Year Course was Taken: _____

Subject Code: _____

Course Number: _____

Course Title: _____

Month/Year Course was Taken: _____

Subject Code: _____

Course Number: _____

Course Title: _____

Month/Year Course was Taken: _____

Subject Code: _____

Course Number: _____

Course Title: _____

I understand that by submitting this request the courses listed above will become part of my permanent Brandeis record.

Student Signature _____ Date _____

Department Signature _____ Date _____

Registrar's Office Use Only

Registrar Signature _____ Date _____

- Transcript Reviewed Transfer Credit Posted 16 Max Units Exceeded Audit Exclusion Processed